
EXECUTIVE COMMITTEE MEETING
Department of Workforce Services
1385 South State Street, Salt Lake City, Utah
Monthly Meeting Minutes
Thursday, February 9, 2006
12:00 p.m.

Presiding: Greg Diven, Chairman

Present: Edith Fauver, Linda Fife, Norman Fitzgerald, Paul Jackson,
Commissioner Colleen Johnson, Jill Merritt, Jon Pierpont, Karen Silver,
Kerry Steadman

Excused: Councilman Jim Bradley, Jennifer Carroll, Charles Daud,
Senator Brent Goodfellow, Kevin Schofield, Steven Rosenberg,
M. Ali Wilkinson

Staff: Diane Lovell, Laurel Morris, Mary Peterson

Welcome & Announcements

Chairman Greg Diven called the meeting to order at 12:10 pm and welcomed all in attendance. He made the following announcements:

- All Council vacancies have been filled.
- The Asian Flu Pandemic Preparedness letter was sent out to over 9,000 area employers on Friday, February 3, 2006. Mr. Diven thanked Jill Merritt, Diane Lovell and Laurel Morris for their help in getting the information prepared and disseminated.
- Packets for the Worksite Learning Challenge are still available for those who have not received them. Mr. Diven stressed the commitment for all Council members to talk with employers and get them involved in Worksite Learning. This provides individuals experience in becoming job ready in the work place. Diane Lovell will send another email reminder on Worksite Learning with a brief description noting that it is an unpaid internship and is not intended to replace a position but rather to provide training for an individual to assist them in finding a job.

Regional Director's Remarks

Jon Pierpont spoke regarding the Governors request to look for ways to be more efficient in the way we do business in state government. In an effort to maximize efficiencies within the document imaging process, Central Region plans to implement a Centralized Imaging Unit (CIU) effective April 1st. Mr. Pierpont shared copies of the CIU Proposal, explaining that the CIU will be housed in one location at the Central Region Eligibility Service Center (CRESC). The CIU will result in reduced staff and equipment costs and

provide a modest savings in facility costs. The estimated annual savings will be approximately \$153,000.

The CIU Proposal was received favorably by the Executive Committee and will be presented to the Central Region Council on February 23, 2006.

Committee Structure and Functions

Greg Diven reported that as part of the statewide efficiencies effort, the State Council and DWS Executive Management Team asked Regional Councils to review their respective committee structures and sunset committees if appropriate. The following committee structure (reducing standing committees from 6 to 5) was proposed for review and adoption.

- Executive
- Basic Needs
- Training & Development
- Executive Roundtable
- Youth Council

A discussion took place regarding the following changes:

- Executive Roundtable – elevated to standing committee with industry based sub-committees
- Collapse the Facilities Committee functions into the Executive Committee
- Collapse the Marketing Committee functions into the Executive Roundtable
 - Marketing Committee members to be assigned to Executive Roundtable Committee
- Current Marketing (Merritt) & Facilities Chairs (Fitzgerald) to remain on the Executive Committee as subject matter experts and issue coordinators
 - Related issues and projects to be addressed on an ad hoc basis; i.e. 5-year Facilities plan
- Committee functional descriptions will be accordingly modified and updated

Kerry Steadman noted that the Executive Committee Meeting needs to be disciplined enough to note the responsibilities we have in finance, budget, marketing, facilities, etc. and to discuss these issues on a regular basis so they are not lost. Greg asked that these areas be added to the agenda and discussed on an as needed basis.

After additional discussion, the proposed changes were agreed upon by the Executive Committee and will be presented to the Regional Council for adoption.

Annual Retreat

The Annual Retreat work plan and recommendations were shared and discussed. Chairman Diven stated that after considering a number of locations, the recommended site for the April 27th is the Firefighters Museum in Tooele.

The theme agreed upon by the Executive Committee will be “Integrity in the Workplace” and Quinn McKay will be the keynote speaker. A copy of his book, “*The Bottom Line on Integrity*”, is available for all Council members and Mr. Diven encouraged everyone

to read it prior to the Retreat. He also encouraged committees to come prepared to report on two goals to be incorporated into the 2006-07 Strategic Plan.

Greg Diven asked if any special guests from Tooele, especially Commissioners, should be invited to this event and if so to contact him with those names. In addition, the Executive Committee will again evaluate nominations and select a member of the Council to receive the Special Award of Recognition. Charles Daud will develop the criteria and coordinate the Recognition Award process. Nominations should be sent to Diane Lovell.

Laurel Morris and Center Managers will help identify an employer, an adult and a youth customer to receive Outstanding Performance Awards. The State Council selection criteria will be followed.

A draft Retreat agenda will be prepared by Diane Lovell and Greg Diven and presented at the March 9th Executive Committee meeting for approval. Jill Merritt suggested that an “ice breaker” incorporating DWS Acronyms would be a fun way to become more familiar with them.

Committee Reports & Strategic Plan Updates

Greg Diven noted some of the 2006 accomplishments, which include:

- Automotive Roundtable
- Worksite Learning Support
- Legislative Forum
- Wellness Conference Promotion
- Pandemic Preparedness Promotion
- Training Provider Process Improvements
- YES RFP and new contract
- Youth Council Restructuring

Basic Needs – Karen Silver requested that in the future, when Workforce Services puts out literature for “Careers & Older Workers” that a draft be sent to the Executive Committee/Council for review and input prior to publication. There is information that the Basic Needs Committee could provide that would be beneficial.

Jon Pierpont stated that if there is something that is going out for publication from Central Region that he would be more than happy to request the Council’s review; however, a regional level reviews aren’t possible nor practical for statewide publications. Mr. Pierpont agreed to forward Ms. Silver’s recommendation and concerns to State Council staff and the DWS PIO.

Karen Silver provided a draft brochure, *Helping Mature Family Members Live and Work in Utah*, which will be mailed to members of the Basic Needs Committee for their input before the February 23rd Council meeting.

Ms. Silver also reported that at the legislative sessions, Workforce Services was looking fairly good. She provided a handout with email addresses of the Executive Appropriations Committee for Council members use.

Facilities – Norm Fitzgerald noted that the Facilities Committee plans to meet prior to the next Council meeting on February 23rd.

Executive Roundtable

Chairman Diven announced that a Construction Industry Roundtable planning meeting is scheduled immediately after today's Executive Committee meeting. Plans for the first Roundtable (to be scheduled in March) will be made with assistance from Rich Thorne, State Council member and President/CEO of Associated General Contractors of Utah.

Chairman Diven provided an update on the Automotive Roundtable, stating that plans are moving ahead for the development of an articulated automotive curriculum between the high schools, Salt Lake Community College and the Salt Lake/Tooele Applied Technology College. There is a meeting on March 2, 2006 where a major effort will be made to have instructors from high schools in attendance to encourage their partnership on support for this project. More information will be forthcoming.

Agenda Setting

The following items will be placed on the agenda for the February 23, 2006 Regional Council meeting:

- Director's Report – Mid-year Review
- Committee Restructuring
- Retreat Plans
- Roundtable Update

Laurel Morris stated that there are always opportunities for the Council to assist Business Services. She announced that a Second Chance Job Fair – targeting ex-offenders – is scheduled on April 4, 2006 at the County Complex. This Job Fair will be sponsored in partnership with the Department of Corrections and the Council's help is needed to network with Human Resource contacts to identify more employers to participate. Ms. Morris will speak briefly to the Council on February 23 regarding the need for more employer participation.

Old Business

Norm Fitzgerald was unable to hear the Veterans presentation at Central Region Council on January 26, 2006 and asked if the information presented was adequate. The consensus of the Executive Committee was that it was well done. Mr. Diven noted that as new members come on board another presentation might be beneficial.

New Business

There was no new business to report.

Public Comment

There was no public comment.

The meeting was adjourned at 1:18 pm.

